

# **C E A**

## **CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT**

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CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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**DEPARTMENT: STATE COASTAL CONSERVANCY**

**POSITION TITLE: DEPUTY EXECUTIVE OFFICER**

**LEVEL: CEA 1 \$5768 - \$7690**

**FINAL FILING DATE: SEPTEMBER 26, 2006**

### **DUTIES/RESPONSIBILITIES:**

Under the general direction of the Executive Officer of the State Coastal Conservancy, the Deputy Director for Administration and Finance is responsible for the following duties and functions:

Strategic Fiscal Control and Policy-Making: Direction and oversight of all agency fiscal matters. Responsible for decision-making regarding fiscal policy aspects of strategic planning, including development and implementation of Long-Term Financial Strategy. Direction and oversight of preparation of financial needs statements, five-and ten-year capital planning documents, and bond needs planning.

External Representation of the Conservancy Program: Principal liaison on fiscal and administrative policy matters with external control and oversight agencies, including The Resources Agency, Department of Finance, Department of General Services, State Controller, Legislative Analyst, Legislative Budget Committees, Legislative Audit Committee, etc. With the Executive Officer and Deputy Director for Program Planning, present agency program to legislative budget hearing and respond to inquiries. Direction and oversight of responses to Supplemental Budget Report. Represents agency at a variety of interagency coordination events.

Control of Current Financial Operations: Control of all agency internal financial planning and expenditure, including both capital outlay and operations functions. Policy direction and oversight of all internal fiscal control systems and agency operations. Strategic policy development and direction of implementation for all revenue generation, including reimbursements of granted funds and disposition of real property assets.

Agency Policy Development and Implementation: Interface with Executive Officer, Deputy Director for Program Planning, and Chief Counsel to ensure effective implementation of Conservancy Board directives in accordance with established State procedural requirements. Develop legislative proposals necessary for effective administrative management and fiscal planning and control, present such proposals to Administration and Legislative officials, and respond to legislative proposals of others. Direction and oversight of all internal policy development for personnel administration, facility operations, procurement and contracting, security and controls, asset management, and public information.

Oversight of Public Information and of Management Information System: Policy direction and control of all data collection and processing, including databases for project status, fiscal, and administrative data, and for dissemination of

information to public, external agencies, and Conservancy management. Policy direction and oversight of Conservancy publications program.

## **FILING INSTRUCTIONS:**

All applicants must submit a completed **Standard State Application (Form 678)** and **Statement of Qualifications (SOQ)** postmarked no later than the final filing date to:

State Coastal Conservancy  
Human Resources Department  
Attention: Cindy Martin  
1330 Broadway Suite 1100  
Oakland, CA 94612-2530

Applications may be obtained from the State Personnel Board's web site at

<http://www.spb.ca.gov>. **Applications submitted without a SOQ may be eliminated from this examination process.** The SOQ should be one, but no more than two pages in length, and is a narrative discussion of how the applicant's education, training, experience, and skills meet the minimum and desirable qualifications and qualifies them for the position.

## **EXAMINATION INFORMATION:**

The examination process will consist of an evaluation of applications and SOQ's to assess education and experience as it relates to the minimum and desirable qualifications listed below. A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used solely to fill the position of Deputy Executive Officer, CEA 1.

**Special Testing:** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make special arrangements.

## **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications by the final filing date:

### **Either I**

Must be a State civil service employee with permanent civil service status.

### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

### **Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

### **And in Addition to the Minimum Qualifications:**

Must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating teams; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and an administrator's role in the equal employment opportunity program.

Ability to plan, organize and facilitate the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the

public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively contribute to the Department's equal employment opportunity program.

Knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization.)

### **DESIRABLE QUALIFICATIONS:**

1. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership, teamwork and initiatives at all levels, and use sound judgment in managing complex and varied programs.
2. Demonstrated knowledge and effectiveness in implementing initiatives and policies.
3. Demonstrated ability to coach employees and create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.
4. Demonstrated knowledge of state and federal laws, rules, policies, and procedures particularly the Coastal Act of 1976 as amended, the McAteer Petris Act, CZMA, and CELCP.
5. Ability to establish and maintain effective working relationships with Executive Staff, a wide variety of departmental staff, staff of the public/private agencies and employers, and state and federal organizations.
6. Demonstrated knowledge of Coastal Conservancy programs, procedures, statute, plans, and regulatory environment.
7. Good understanding of IT principles and practices; familiarity with spreadsheet and word processing software.
8. Undergraduate or graduate degree in public administration, business administration, or related field a plus.